



Republic of the Philippines
DEPARTMENT OF ENERGY

AUG 21 2008

DEPARTMENT ORDER NO. D02008-08-0007 *gcs*

**RECONSTITUTING THE DEPARTMENT OF ENERGY
DISPOSAL COMMITTEE**

Pursuant to November 2003 COA Handbook on Property and Supply Management System, the Department's Disposal Committee is hereby reconstituted to be composed of the following:

- Chairman : Undersecretary
- Members : OIC-Director, Administrative Services
 : Chief, General Services Division
 : Chief, Accounting Division
- Secretariat : Head – Supervising Admin. Officer, General Services
 : Division-Supply Section
 : (2) Representatives, FS-Accounting Division
 : (2) Representatives, AS-Gen. Services Div., Supply Section

The Committee shall be responsible in the timely disposal of the Department's unserviceable, obsolete, junk and/or excess equipment and properties in accordance with the existing Government Accounting and Auditing Rules and Regulations. As such it shall undertake the following functions:

1. Responsible in the planning and conduct of disposal activities of the Department and ensure that all pertinent paperworks are completed on time and in accordance with government procedures;
2. Undertake disposal of the Department's properties which are no longer in use or unserviceable/excess/junk at least once a year;
3. Conduct ocular inspections and approve DOE properties recommended for disposal by operating units as consolidated by the General Services Division-Supply Section and determine the physical condition/general appearance of the properties relative to the following criteria:
 - a. the equipment being operational, economical, repairable or beyond economic repair, availability of spare parts and the general obsolescence of the equipment; and
 - b. the quality, degree and extent of maintenance and repair to be done on the equipment.

4. Recommend for approval by the Department Secretary or his authorized representative, the disposal of the Department's properties as contained in the masterlist prepared for the purpose.

In the performance of its functions, the Committee shall be assisted by a Secretariat composed of personnel from the Accounting Division, GSD-Supply Section and Information Technology Division. Its functions shall include the following:

1. Organize and make necessary arrangements relating to the activities of the Committee, e. g., meetings, biddings, etc.
2. Act as custodian of all documents related to disposal activities and responsible in the publication of public bidding announcements in the newspapers and preparation of bid documents;
3. Verify the serial numbers, motor numbers, property numbers, and other specifications necessary in establishing the correct identifications of properties for disposal;
4. Monitor disposal activities and submit pertinent reports;
5. Coordinate the inspection and appraisal of items with the Accounting Division and COA office; and
6. Perform such other functions as appropriate to accomplish the foregoing tasks.

All Department Orders, Special Orders, and other issuances inconsistent with this Department Order are hereby revoked accordingly.

For immediate implementation.

Fort Bonifacio, Taguig City, Metro Manila
10 July 2008


ANGELO T. REYES
Secretary

